



**University Bids and Awards Committee**  
**Resolution No. 059, S. 2025**

**DECLARING FAILURE OF REQUEST FOR QUOTATION AND RECOMMENDING NEGOTIATED PROCUREMENT FOR THE SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4<sup>TH</sup> ANNIVERSARY CELEBRATION OF MINSU WITH AN APPROVED BUDGET FOR THE CONTRACT (ABC) OF NINE THOUSAND PESOS (PHP9,000.00) FOR LOT 2**

**WHEREAS**, the Mindoro State University (MinSU), through the Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the **Request for Quotation (RFQ) No. 2025-015A** for the project **"Supply and Delivery of Meals, Snacks and Accommodation for the 4<sup>th</sup> Anniversary Celebration of MinSU"** with an Approved Budget for the Contract (ABC) amounting to **Nine Thousand Pesos (Php9,000.00)**;

**WHEREAS**, in response to the advertisement on February 26, 2025, one (1) supplier was found in the document request list and no supplier submitted price quotation for lot No. 2 before the deadline;

**WHEREAS**, based on the declared failure, the BAC recommended for the second publication of Lot 2 on March 20, 2025; no supplier was found in the document request list however, no supplier submitted RFQ for the second time;

**NOW, THEREFORE, BE IT RESOLVED** that the BAC hereby recommends to the Head of Procuring Entity involving the project, **"Supply and Delivery of Meals, Snacks and Accommodation for the 4<sup>th</sup> Anniversary Celebration of MinSU"** as follows:

- a. The approval of resorting to Alternative Method of Procurement through Negotiated Procurement under Section 53 "Annex-H" of the R.A. 9184

**RESOLVED**, this 10<sup>th</sup> day of April, 2025 at MinSU Main Campus, Alcate, Victoria, Oriental Mindoro.

  
**CIEDELLE P. SALAZAR, J.D., Ph.D.**  
BAC Chairperson

  
**Engr. MARK LESTER A. MAGPANTAY**  
BAC Vice-Chairperson

  
**FRANIE M. AFABLE, DBMHM**  
BAC Member

  
**ATTY. SHERLYN A. LAYESA**  
BAC Member

  
**MELGAR G. FADRIQUELAN**  
BAC Member

Approved/Disapproved

  
**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III

Date: \_\_\_\_\_



# PhilGEPS

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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11901568  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2025-015A	<b>Status</b>	<b>Closed</b>
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 9,000.00	<b>Document Request List</b>	0
<b>Delivery Period:</b>	3 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	20/03/2025
<b>Contact Person:</b>	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 63-43-2862368 cbapotel21@gmail.com	<b>Last Updated / Time</b>	20/03/2025 00:00 AM
		<b>Closing Date / Time</b>	24/03/2025 01:00 AM

#### Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.

BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: ☐ Pick-up (Schedule) ☐ Door to Door Delivery

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL AMOUNT

LOT 2- ACCOMMODATION

1 pax Accommodation 2



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**Date Created** 19/03/2025

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**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

Email: universitypresident@minsu.edu.ph  
Website: www.minsu.edu.ph  
Mobile: +63 977 846 72 28



**SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4<sup>TH</sup> ANNIVERSARY CELEBRATION OF MINSU**  
Name of Project

**BAC Resolution Recommending Approval**  
Resolution No. 027, s. 2025

WHEREAS, the Mindoro State University (MinSU), through Bids and Awards Committee (BAC) has advertised in the PhilGEPS and MinSU Website the Request for Quotation (RFQ) No. 2025-015 for the project "Supply and Delivery of Meals, Snacks and Accommodation for the 4<sup>th</sup> Anniversary Celebration of MinSU" with an Approved Budget for the Contract (ABC) amounting to Five Hundred Twenty-Three Thousand Six Hundred Forty Pesos (Php523,640.00) composed of two (2) lots:

Particulars	Sub-ABC Amount
Lot 1- Meals and Snacks	Php514,640.00
Lot 2- Accommodation	Php9,000.00

WHEREAS, in response to the advertisement of the project, one (1) supplier/bidder was found in the document request list, however only one (1) supplier/bidder in the name of INFINITE PRINCE FOOD KIOSK submitted price quotation before the deadline;

WHEREAS, INFINITE PRINCE FOOD KIOSK submitted price quotation for Lot No. 1 while no supplier submitted price quotation for Lot No. 2;

WHEREAS, the detailed evaluation of price quotation resulted in the following:

Lot No.	Approved Budget for the Contract (ABC)	Name of Bidder	Price Quotation
1	Php514,640.00	Infinite Prince Food Kiosk	Php514,640.00

WHEREAS, the BAC examined and verified the price quotation submitted by the abovementioned supplier and was found to be complying and responsive;

WHEREAS, the BAC has subsequently recommended the second publication of the project in the PhilGEPS, MinSU Websites and other conspicuous places in the university;

NOW, THEREFORE, BE IT RESOLVED that the BAC hereby recommends to the Head of Procuring Entity the approval of awarding the contract involving the project, "Supply and Delivery of Meals, Snacks and Accommodation for the 4<sup>th</sup> Anniversary Celebration of MinSU" as follows:

- Lot No. 1 to Infinite Prince Food Kiosk for being the supplier/bidder with Single Calculated Responsive Bid (SCRB);
- the approval of the second publication of the project in MinSU, PhilGEPS websites and other conspicuous place of the university;

RESOLVED, this 4<sup>th</sup> day of March, 2025 at MinSU-Main Campus, Alcate, Victoria, Oriental Mindoro.

CIEDELLE P. SALAZAR, J.D., Ph.D.  
BAC Chairperson

Engr. MARK LESTER A. MAGPANTAY  
BAC Vice-Chairperson

FRANIE M. APABLE, DBMHM  
BAC Member

ATTY. SHERLYN A. LAYESA  
BAC Member

MELGAR G. FADRIQUELAN  
BAC Member

Approved/Disapproved

ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III

Date: \_\_\_\_\_

-Main Campus, Alcate, Victoria    -Bongabong Campus, Labasan, Bongabong    -Calapan City Campus, Masipit Calapan City

BAC Reso No. 027 Page 1 of 1

SVPR19-1301-2025

1025-255





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## Bid Notice Abstract

### Request for Quotation (RFQ)

**Reference Number** 11810432  
**Procuring Entity** MINDORO STATE UNIVERSITY  
**Title** SUPPLY AND DELIVERY OF MEALS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU  
**Area of Delivery** Oriental Mindoro

<b>Solicitation Number:</b>	RFQ No. 2025-015	<b>Status</b>	Closed
<b>Trade Agreement:</b>	Implementing Rules and Regulations		
<b>Procurement Mode:</b>	Negotiated Procurement - Small Value Procurement (Sec. 53.9)	<b>Associated Components</b>	1
<b>Classification:</b>	Goods	<b>Bid Supplements</b>	0
<b>Category:</b>	Travel, Food, Lodging and Entertainment Services		
<b>Approved Budget for the Contract:</b>	PHP 523,640.00	<b>Document Request List</b>	1
<b>Delivery Period:</b>	30 Day/s		
<b>Client Agency:</b>		<b>Date Published</b>	26/02/2025
<b>Contact Person:</b>	Christian B. Apostol BAC Secretariat Head Alcate Victoria Oriental Mindoro Philippines 5205 03-43-2802308 cbapostol21@gmail.com	<b>Last Updated / Time</b>	26/02/2025 00:00 AM
		<b>Closing Date / Time</b>	03/03/2025 17:00 PM

#### Description

Please quote your lowest price on the items / listed below, subject to the General Condition on the last page, stating the shortest time of delivery and submit your quotation duly signed by your representative not later than \_\_\_\_\_ in the address stated in the last page.

CIEDELLE PIOL-SALAZAR, J.D., Ph.D.  
BAC Chairperson

Note: 1. All entries must be typewritten.

2. Delivery Period within \_\_\_\_ calendar days.

3. Warranty shall be for a period of six (6) months for supplies and materials, one (1) year for Equipment, from date of acceptance by the procuring entity.

4. Price validity shall be a period of 30 calendar days.

5. G-EPS Registration Certificate shall be attached upon submission of the Quotation.

6. Bidders shall submit Original Brochures showing certification of the product being offered (optional).

7. Mode of delivery: ☐ Pick-up (Schedule) ☐ Door to Door Delivery

Item

No. Unit ITEM AND DESCRIPTION QTY. UNIT

PRICE TOTAL AMOUNT

LOT 1: MEALS AND SNACKS

March 7, 2025

Snacks (MinSU Teaching and Non-Teaching Personnel)

Pansit/Spaghetti, Softdrinks, Sandwich

1 pax MMC 280

2 pax MCC 240

3 pax MBC 180

March 10, 2025



Snacks (PNP, TMO, MDRRM, ROTC, Brass Band)  
Bottled Water, Carbonara/Spaghetti, Siopao  
4 pax MMC 75  
5 pax MCC 75  
6 pax MBC 75  
March 13, 2025  
Snacks (MinSU Teaching and Non-Teaching  
Personel)  
Bottled Water, Carbonara/Spagetti, Siopao  
7 pax MMC 280  
8 pax MCC 240  
9 pax MBC 180  
Lunch  
Caldereta, Rice, Bottled Water  
10 pax  
Basketball team + Coach + Sports Coordinator +  
Medical Team 45  
10 pax Volleyball Girls + Coach 45  
11 pax Volleyball Boys + Coach 45  
12 pax Basketball Visitor Players + Coach 39  
Snacks and Dinner  
13 pax PM Snacks (Pansit, Juice) 50  
14 pax Dinner (Adobo, Rice, Bottled Water) 50  
March 14, 2025  
AM Snacks (Seminar, Recognition Program and  
MinSU Grandball)  
Sandwich, Puto, Softdrinks, Pansit/Spaghetti  
15 pax MMC 300  
16 pax MCC 250  
17 pax MBC 150  
PM Snacks (Seminar, Recognition Program and  
MinSU Grandball)  
Sandwich, Puto, Softdrinks, Pansit/Spaghetti  
18 pax MMC 300  
19 pax MCC 250  
20 pax MBC 150  
Lunch (Seminar, Recognition Program and MinSU  
Grandball)  
Chopsuey, Fish, Rice, Bottled Water, Fruit Salad  
21 pax MMC 300  
22 pax MCC 250  
23 pax MBC 150  
Lunch (Ecumenical Service)  
Chopsuey, Fish, Rice, Bottled Water, Fruit Salad  
24 pax MMC 15  
25 pax MCC 15  
26 pax MBC 15  
Dinner (Seminar, Recognition Program and  
MinSU Grandball)  
Caldereta, Rice, Bottled Water, Choco Mucho  
27 pax MMC 300  
28 pax MCC 250  
29 pax MBC 150  
30 pax  
Food for the Guests (Chopsuey, Fish, Rice,  
Bottled Water, Fruit Salad) 2  
sub-total LOT 1  
LOT 2- ACCOMMODATION  
1 pax Accommodation 2  
sub-total LOT 2  
xx

**Created by** Annabelle Quinto Madrigal  
**Date Created** 25/02/2025

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Standard Form Number: SF-GOOD-01  
Revised on: May 24, 2004

**APPROVED BUDGET FOR THE CONTRACT (ABC)**  
**SUPPLY AND DELIVERY OF MEATS, SNACKS AND ACCOMMODATION FOR THE 4TH ANNIVERSARY CELEBRATION OF MINSU**  
Alcala, Victoria, Oriental Mindoro  
Project Name and Location

Stations: Mindoro State University

Contract Duration:																
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	CURRENT MARKET PRICE	TOTAL COST	VAT, OTHER TAXES AND/OR DUTIES APPLICABLE	FREIGHT & INSURANCE	OTHER INDIRECT COSTS	OTHER COST FACTORS				TOTAL COST	UNIT COST		
									INFLATION		VALUE	(11)				
									%	INFLATION					(10)	(9)
									%	INFLATION					(10)	(9)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)		
	LOT 1- MEALS AND SNACKS															
	March 7, 2025															
	Snacks (Minsu Teaching and Non-Teaching Personnel)															
1	Panuto/Spaghetti, Softdrinks, Sandwich	280	pax	80.00	22,400.00											
2	MCC	240	pax	80.00	19,200.00											
3	MBC	180	pax	80.00	14,400.00											
	March 10, 2025															
	Snacks (PNP, TMO, MDRRM, ROTC, Brass Band)															
4	Bottled Water, Carbonara/Spaghetti, Siopao	75	pax	80.00	6,000.00											
5	MCC	75	pax	80.00	6,000.00											
6	MBC	75	pax	80.00	6,000.00											
	March 13, 2025															
	Snacks (Minsu Teaching and Non-Teaching Personnel)															
7	Bottled Water, Carbonara/Spaghetti, Siopao	280	pax	80.00	22,400.00											
8	MCC	240	pax	80.00	19,200.00											
9	MBC	180	pax	80.00	14,400.00											
	Lunch															
	Caldereta, Rice, Bottled Water															
9	Basketball team + Coach + Sports Coordinator + Medical Team	45	pax	160.00	7,200.00											
10	Volleyball Girls + Coach	45	pax	160.00	7,200.00											
11	Volleyball Boys + Coach	45	pax	160.00	7,200.00											
12	Basketball Visitor Players + Coach	39	pax	160.00	6,240.00											
	Snacks and Dinner															









Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Main Campus  
Alcate, Victoria, Oriental Mindoro



## JOB ORDER REQUEST

Job Order No.:

J025-018

Date:

[illegible]

Requested by:

Recommending Approval:

Approved:

**CHRISTIAN B. APOSTOL**  
Campus Executive Director

JOELENE C. LEYNES  
Vice President for Admin & Finance

ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III



Republic of the Philippines  
MINDORO STATE UNIVERSITY  
Main Campus  
Alcate, Victoria, Oriental Mindoro

JOB ORDER REQUEST

Job Order No.: J025-018

Date: \_\_\_\_\_

Unit	WORK REQUESTED/ DESCRIPTION OF WORK	QTY	AMOUNT OF LABOR	REMARKS (TOTAL)
	<b>March 7, 2025</b>			
pax	Snacks (MinSU Teaching and Non-Teaching Personnel)	280	80.00	22,400.00
pax	MCC	240	80.00	19,200.00
pax	MBC	180	80.00	14,400.00
	<b>Sub-Total 1</b>			56,000.00
	<b>March 10, 2025</b>			
pax	Snacks (PNP, TMO, MDRRM, ROTC, Brass Band)	75	80.00	6,000.00
pax	MCC	75	80.00	6,000.00
pax	MBC	75	80.00	6,000.00
	<b>Sub-Total 2</b>			18,000.00
	<b>March 13, 2025</b>			
pax	Snacks (MinSU Teaching and Non-Teaching Personnel)	280	80.00	22,400.00
pax	MCC	240	80.00	19,200.00
pax	MBC	180	80.00	14,400.00
	Lunch			
pax	Basketball team + Coach + Sports Coordinator + Medical Team	45	160.00	7,200.00
pax	Volleyball Girls + Coach	45	160.00	7,200.00
pax	Volleyball Boys + Coach	45	160.00	7,200.00
pax	Basketball Visitor Players + Coach	39	160.00	6,240.00
pax	Snacks and Dinner			
pax	PM snack	50	80.00	4,000.00
pax	Dinner	50	160.00	8,000.00
	<b>Sub-Total 3</b>			95,840.00
	<b>March 14, 2025</b>			
pax	AM Snacks (Seminar, Recognition Program and MinSU Grandball)	300	80.00	24,000.00
pax	MCC	250	80.00	20,000.00
pax	MBC	150	80.00	12,000.00
pax	PM Snacks (Seminar, Recognition Program and MinSU Grandball)	300	80.00	24,000.00
pax	MCC	250	80.00	20,000.00
pax	MBC	150	80.00	12,000.00
pax	Lunch (Seminar, Recognition Program and MinSU Grandball)			
pax	MCC	300	160.00	48,000.00
pax	MCC	250	160.00	40,000.00
pax	MBC	150	160.00	24,000.00
pax	Lunch (Ecumenical Service)			
pax	MCC	15	160.00	2,400.00
pax	MCC	15	160.00	2,400.00
pax	MBC	15	160.00	2,400.00
pax	Dinner (Seminar, Recognition Program and MinSU Grandball)			
pax	MCC	300	160.00	48,000.00
pax	MCC	250	160.00	40,000.00
pax	MBC	150	160.00	24,000.00
pax	Food for the Guests	2	800.00	1,600.00
pax	Accommodation	2	4,500.00	9,000.00
	<b>Sub-Total 4</b>			353,800.00
	<b>GRAND TOTAL</b>			<b>523,640.00</b>
Purpose:	For the preparation and presentation of the Program of Receipts and Expenditures (PRE) FY 2025			

Requested by:

CHRISTIAN B. APOSTOL  
Campus Executive Director

Recommending Approval:

JOELINE C. LEYNES  
Vice President for Admin & Finance

Approved:

ENYA MARIE D. APOSTOL, Ph.D.  
SUC President III





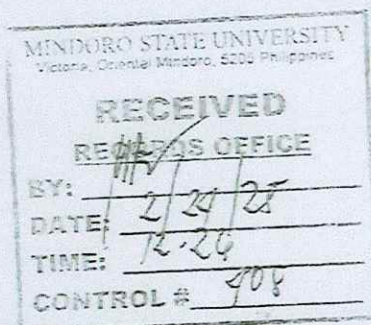
**Mindoro State University**  
Victoria, Oriental Mindoro 5205 Philippines

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Website: www.minsu.edu.ph  
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February 20, 2025

**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III  
This University



*Dear Ma'am President,*

Greetings of peace and solidarity!

I am pleased to submit a copy of our university's **Draft Proposal** for the celebration of **University 4th Anniversary**, scheduled to take place from **March 10 to 14, 2025**. This document is provided for your reference and evaluation.

We appreciate your time in reviewing our proposal, and we look forward to your valuable feedback.

Thank you very much and God bless.

Very truly yours,

**CHRISTIAN B. APOSTOL, Ph.D.**  
Campus Executive Director  
Mindoro State University - Main Campus

Recommending Approval:

**JOELENÉ C. LEYNES**  
Vice President for Administration and Finance

Approved:

**ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III  
Mindoro State University





**Mindoro State University**

Victoria, Oriental Mindoro 5205 Philippines

Email: [universitypresident@minsu.edu.ph](mailto:universitypresident@minsu.edu.ph)

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## PROPOSAL

### 4<sup>th</sup> University Anniversary Mindoro State University

Title: **Celebration of the 4<sup>th</sup> University Anniversary with the theme ESPECIALLY 4U (Elevating Success, Progress and ExCellence thru Innovation, and Active Leadership for a Legacy BeYond Borders: MinSU @ 4)**

Implementing Agency : **MINDORO STATE UNIVERSITY**

Head of Agency: **ENYA MARIE D. APOSTOL, Ph.D.**  
SUC President III

Contact Person: **CHRISTIAN B. APOSTOL, Ph.D.**  
CED- Main Campus

Total Project Cost: **₱ 1,281,695.00**

Duration : **5days**

Sources of Fund: **GAA 2025**

## PROJECT DESCRIPTION

### Introduction

Mindoro State University (MinSU) has continuously strived for excellence in education, research, and community engagement, shaping generations of learners and leaders. Its journey began with the establishment of the Mindoro Agricultural School (MINAS) through Republic Act No. 506, signed into law on June 17, 1950. This legislation laid the foundation for agricultural education and development in Mindoro, paving the way for the institution's continuous growth and transformation.

Over the years, MINAS evolved into the Mindoro College of Agriculture and Technology (MCAT), followed by the establishment of two Commission on Higher Education-Supervised Institutions (CHED CSIs): the Polytechnic College of Calapan (PCC) in Calapan City and the Bongabong School of Fisheries (BSF), later renamed the Bongabong College of Fisheries (BCF). This remarkable journey culminated in the formation of the Mindoro State College of Agriculture and Technology (MinSCAT), which ultimately achieved university status as Mindoro State University through Commission en banc Resolution No. 110-2021 and BOR Resolution No. 1, s. 2021 on March 16, 2021.

### Rationale/Significance

The 4<sup>th</sup> anniversary of Mindoro State University (MinSU) marks a significant milestone in its rich history and continuous pursuit of excellence. Established through Republic Act No. 506 on June 17, 1950, the Mindoro Agricultural School (MINAS) was founded to advance agricultural education and rural development in the province. From these beginnings, the institution underwent numerous transformations—first becoming the Mindoro College of Agriculture and Technology (MCAT), followed by the creation of two Commission on Higher Education-Supervised Institutions (CHED CSIs): the Polytechnic College of Calapan (PCC) in Calapan City and the Bongabong School of Fisheries (BSF), later renamed the Bongabong College of Fisheries (BCF). This progressive journey led to the establishment of the Mindoro State College of Agriculture and Technology (MinSCAT), which ultimately achieved university status as Mindoro State University through Commission en banc Resolution No. 110-2021 and BOR Resolution No. 1, s. 2021 on March 16, 2021.

Guided by this year's theme: "ESPECIALLY 4U: Elevating Success, Progress, and Excellence through Innovation, and Active Leadership for a Legacy Beyond Borders – MinSU @ 4," this celebration is a testament to the institution's commitment to academic excellence, transformative leadership, and global impact. It serves as an opportunity to honor the dedication and invaluable contributions of the faculty, staff,





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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Website: [www.minsu.edu.ph](http://www.minsu.edu.ph)  
Mobile: +63 977 846 72 28



and stakeholders, whose unwavering commitment to the university's four core functions—instruction, research, extension, and production—has played a pivotal role in its continued growth and success.

Furthermore, this occasion highlights the visionary leadership and strategic initiatives that have propelled MinSU forward. The administration's relentless efforts in strengthening academic programs, expanding research opportunities, fostering industry partnerships, and embracing innovation have positioned the university as a center of excellence, shaping the future of education and societal development.

More than a commemoration of past achievements, this anniversary serves as a call to action—inspiring the entire university community to embrace continuous improvement, adaptability, and excellence. It is a moment to reflect on our journey, express profound gratitude to those who have contributed to our success, and reaffirm our collective commitment to building a legacy that extends beyond borders.

## Objectives:

**General Objectives:** To commemorate the 4<sup>th</sup> University Anniversary of Mindoro State University.

## Specific Objectives:

1. To recognize and express gratitude to the Faculty Members and Staff for their steadfast support and dedicated service to the University, acknowledging their pivotal roles in fulfilling the institution's mandated functions.
2. To highlight and showcase the administrative efforts and initiatives that have propelled Mindoro State University towards excellence, fostering a sense of pride and motivation within the university community.
3. Conduct a historical retrospective through multimedia presentations, exhibitions, and storytelling sessions, showcasing the journey of the institution from MINAS, PCC and BSF to Mindoro State University.
4. Organize a special ceremony or program to recognize and appreciate Faculty Members and Staff who have demonstrated exceptional dedication and contribution to the university, possibly through awards or commendations.
5. Showcase the achievements and initiatives of the administration through presentations, panel discussions, or publications, emphasizing how these efforts have contributed to the university's growth and commitment to excellence.
6. Foster community engagement by involving alumni, local communities, and stakeholders in anniversary events, creating a sense of unity and shared pride in the achievements of Mindoro State University.
7. Develop a gender sensitive workforce in MinSU Community and to promote equality and equity among the employees and students that support the University's Vision, Mission and Core Values.

## Methodology

To ensure the successful commemoration of the 4<sup>th</sup> University Anniversary of Mindoro State University (MinSU), a structured approach will be implemented, beginning with careful planning and coordination. A core organizing committee, composed of faculty, staff, students, and key stakeholders, will be established to oversee the preparation and execution of activities. Roles and responsibilities will be clearly defined, and a detailed timeline will be developed to ensure the smooth implementation of events.

A key component of the celebration will be the recognition and appreciation of faculty and staff. A formal ceremony will be organized to acknowledge their dedication and contributions to the university. Awards and commendations will be given to individuals who have demonstrated exceptional service, and presentations will highlight administrative initiatives that have propelled MinSU toward excellence. Additionally, a historical retrospective will be conducted through multimedia presentations, exhibitions, and storytelling sessions, showcasing the institution's journey from its establishment as the Mindoro Agricultural School (MINAS) to its present status as a university. Archival materials such as photographs, videos, and documents will be compiled to create an engaging and informative digital exhibit.





# Mindoro State University

Victoria, Oriental Mindoro 5205 Philippines

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To strengthen community engagement and stakeholder involvement, alumni, local government officials, and industry partners will be invited to participate in various anniversary events. Special networking sessions, outreach programs, and panel discussions will be organized to foster collaboration and reaffirm MinSU's commitment to societal development. A key focus of the celebration will also be the promotion of gender sensitivity and inclusion within the university. Workshops and seminars will be conducted to raise awareness on gender equality, while policies and initiatives aimed at fostering a gender-sensitive workforce will be introduced.

To maximize participation and outreach, a comprehensive promotional and media campaign will be launched. The university's website, social media platforms, and local media outlets will be utilized to share updates, announcements, and event highlights. Promotional materials such as banners, posters, and videos will be developed to enhance visibility, and significant moments from the celebration will be documented through live streaming and publications.

Finally, to assess the overall impact of the anniversary celebration, a monitoring and evaluation process will be conducted. Feedback from participants and stakeholders will be collected through surveys and interviews, allowing organizers to measure the effectiveness of the activities and identify areas for improvement. A comprehensive report summarizing key outcomes, challenges, and recommendations will be prepared, serving as a valuable reference for future university celebrations. Through this systematic approach, the 4th University Anniversary of MinSU will not only celebrate past achievements but also inspire a renewed commitment to excellence, innovation, and community engagement.

## Expected Outputs & Outcomes

The 4th University Anniversary of Mindoro State University (MinSU) aligns with the **Sustainable Development Goals (SDGs)**, the **Philippine Development Plan (PDP)**, the **Regional Development Plan (RDP)**, and the **University Mandate** by promoting excellence in education, research, community engagement, and inclusivity.

### Expected Outputs:

- A well-executed anniversary celebration recognizing the contributions of faculty, staff, and stakeholders.
- Multimedia presentations and exhibitions highlighting MinSU's historical growth and achievements.
- Strengthened industry, government, and community partnerships through networking and outreach events.
- Gender sensitivity and inclusivity programs fostering a more equitable academic environment.
- Documentation of key insights, best practices, and event outcomes for future reference.

### Expected Outcomes:

- **Contribution to SDGs:** Supports **SDG 4 (Quality Education)** by celebrating academic excellence and MinSU's role in education, **SDG 5 (Gender Equality)** through gender-sensitivity programs, and **SDG 17 (Partnerships for the Goals)** by strengthening collaborations with stakeholders.
- **Alignment with PDP & RDP:** Advances national and regional development by enhancing higher education, research, and community outreach initiatives, fostering economic and social progress.
- **University Mandate Fulfillment:** Highlights MinSU's commitment to **instruction, research, extension, and production**, ensuring its continued role in regional and national development.
- **Institutional Growth:** Encourages pride and motivation within the MinSU community, fostering a culture of continuous improvement and innovation.

This initiative not only honors MinSU's achievements but also strengthens its impact on education, community development, and sustainability.

### Potential Outcomes:

- Improved university reputation and visibility at regional and national levels.
- Growth in student and faculty engagement in university programs.





- Establishment of new traditions for future university anniversaries.

#### Potential Impacts (PIs):

The 4th University Anniversary of Mindoro State University (MinSU) is expected to create lasting positive effects on the university community and its stakeholders, reinforcing its role in education, research, and societal development.

#### 1. Institutional Growth and Recognition

- Strengthened university reputation at regional, national, and international levels.
- Increased support from government agencies, private institutions, and industry partners.
- Enhanced visibility of MinSU's contributions to education, research, and innovation.

#### 2. Academic and Community Engagement

- Greater motivation among faculty, staff, and students to uphold academic excellence.
- Strengthened relationships with alumni, local communities, and stakeholders.
- Increased student and faculty participation in research, outreach, and university initiatives.

#### 3. Socioeconomic and Regional Development

- Enhanced collaboration with local industries, promoting workforce development.
- Strengthened community-based projects that address local and regional needs.
- Increased opportunities for students and graduates through industry linkages.

#### 4. Contribution to Sustainable Development Goals (SDGs)

- Improved access to quality education (SDG 4) through institutional development.
- Promotion of gender equality (SDG 5) via inclusivity and gender-sensitive policies.
- Strengthened partnerships for sustainable development (SDG 17) by fostering collaborations with various sectors.

#### 5. Cultural and Institutional Legacy

- Creation of new traditions and practices that strengthen MinSU's identity.
- Preservation of the university's rich history through documentation and multimedia presentations.
- Continuous improvement in university policies and programs inspired by past achievements.

#### Target Beneficiaries:

The 4th University Anniversary of MinSU will benefit faculty, staff, students, alumni, and stakeholders. Faculty and staff will be recognized for their contributions, fostering appreciation and motivation. Students will gain a deeper connection to MinSU's history, while alumni will strengthen their ties with the university. Local communities, industry partners, and government agencies will also benefit through enhanced collaborations, outreach programs, and networking opportunities. This celebration will promote unity, pride, and continued commitment to academic excellence and community development.

#### BUDGETARY REQUIREMENTS

##### DAY 0

#### 1. CAMPUS CLEAN-UP DRIVE "Alay Linis" of Students and Tree Growing of Faculty and Staff (March 7, 2025)

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
Snacks- MinSU Teaching and Non-Teaching Personnel (P80 x 700)	280pax	240pax	180pax	56,000.00
<b>Sub-Total</b>				<b>56,000.00</b>

##### DAY 1

#### 2. MOTORCADE - Simultaneous per Campus (March 10, 2025)





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	MMC	MCC	MBC	
TARPAULIN (4X11) ₱1,500 X 3	1	1	1	4,500.00
SNACKS (₱80 x 225pax) For PNP, TMO, MDRRM, ROTC, Brass Band	75pax	75pax	75pax	18,000.00
<b>Sub-Total</b>				<b>22,500.00</b>

**DAY 2**

**3. International Women's Month Celebration (c/o WGAD Unit) (March 11, 2025)**

**DAY 3**

**4. Mr. and Ms. MinSU (Sports and Cultural) (March 12, 2025)**

**DAY 4**

**5. ZUMBA, FRIENDSHIP GAMES & TEAM BUILDING GAMES (C/O Faculty and Employees Association) (March 13, 2024)**

March 13, 2024

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
A. ZUMBA - Simultaneous per Campus				
Snacks- MinSU Teaching and Non-Teaching Personnel (₱80 x 700)	280pax	240pax	180pax	56,000.00
Sub-Total				56,000.00
B. FRIENDSHIP GAMES				
Basketball Team + Coach + Sports Coordinator+Medical Team	15	15	15	
Volleyball Girls + Coach	15	15	15	
Volleyball Boys + Coach	15	15	15	
Basketball Visitor Players + Coach	13	13	13	
Transportation (MBC) - (₱460 x 58)				26,680.00
Transportation (MCC) - (₱200 x 58)				11,600.00
Lunch (₱160 x 174)				27,840.00
Sub-Total				66,120.00

**6. Mr. and Ms. MinSUFEA 2025**

<b>FLOWER BOUQUET:</b>				
Top 2 Male (₱1,000 x 2)	2			2,000.00
Top 2 Female (₱1,000 x 2)	2			2,000.00
Mr. & Ms. MinSU (₱2,000 x 2)	2			4,000.00
<b>CROWN:</b>				
Top 2 Male (₱1,500 x 2)	2			3,000.00
Top 2 Female (₱2,000 x 2)	2			4,000.00
Mr. & Ms. MinSU (₱2,500 x 2)	2			5,000.00





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Top 2 Male Trophy (P350 x 2)	2			700.00
Top 2 Female Trophy (P500 x 2)	2			1,000.00
Mr. & Ms. MinSU Trophy (P2,000 x 2)	2			4,000.00
Sash (P30 x 50)	50			1,500.00
<b>TOKEN AND PLAQUES</b>				
Plaques for the Judges (P2,000 x 5)	5			10,000.00
<b>SNACKS and DINNER:</b>				
PM Snacks (P80 x 50pax)	50			4,000.00
Dinner (P160 x 50pax)	50			8,000.00
<b>Sub-Total</b>				<b>49,200.00</b>
<b>DAY 5</b>				

**6. ECUMENICAL SERVICE (March 14, 2025)**

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
FLOWERS (P1,000 X 3)	1	1	1	3,000.00
LUNCH (P160 x 45 pax)	15pax	15pax	15pax	7,200.00
<b>Sub-Total</b>				<b>10,200.00</b>

**8. SEMINAR, RECOGNITION PROGRAM AND MINSU GRAND BALL (March 14, 2025)**

PARTICULARS	No. of PARTICIPANTS			TOTAL
	MMC	MCC	MBC	
PLAQUE OF RECOGNITION:				
Small (₱2,000.00 x 40pcs)	15	13	12	80,000.00
Medium (₱2,200.00 x 30pcs)	14	9	7	66,000.00
Large (₱2,500.00 x 34pcs)	14	12	8	85,000.00
Ramit Sablay (customized) (1,500x40pcs)	40			60,000.00
MEDALS (Customized MinSU Logo):				
Bronze (₱100.00 x 40pcs)	15	13	12	4,000.00
Silver (₱100.00 x 30pcs)	14	9	7	3,000.00
Gold (₱100.00 x 34pcs)	14	12	8	3,400.00
FRAME for Certificates				1,000.00
DECORATIONS:				
Artificial Flowers (₱150 x 50)	50			7,500.00
styro sheet, styro slab 1/2"inch thick x 2'ft x 4'ft (₱100 x 50)	50			5,000.00
Acrylic Spray Paint - 300g/400ml (₱120 x 20)	20			2,400.00





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SACONG FILIPINAS

Glitters Metallic Fine Dust 250 grams (P85 x 20)	20			1,700.00
AM Snacks (P80 x 700pax)	300pax	250pax	150pax	56,000.00
PM Snacks (P80 x 700pax)	300pax	250pax	150pax	56,000.00
LUNCH (P160 x 700pax)	300pax	250pax	150pax	112,000.00
DINNER (P160 x 700pax)	300pax	250pax	150pax	112,000.00
Tables, Chairs, utensils and hall design				120,000.00
<b>Sub-Total</b>				<b>775,000.00</b>

## 9. SUPPLIES AND MATERIALS (Documentation, Invitations & Programs)

PARTICULARS	MMC	MCC	MBC	TOTAL
Vellum Board (P60 x 10packs)	10			600.00
Ribbon (P100 x 5rolls)	5			500.00
Bond Paper (P250 x 2reams)	2			500.00
Lei (P200 x 40 pcs)	40			8,000.00
Thumbtacks (P165 x 3boxes)	3			495.00
Pin (P160 x 3boxes)	3			480.00
Ink (P1,500 x 1 set)	1			1,500.00
<b>Sub-Total</b>				<b>12,075.00</b>

## 10. HONORARIA/ACCOMMODATION AND FOOD/TRANSPORTATION OF THE GUESTS

PARTICULARS	TOTAL
Honoraria for the Guest Speakers and Resource Speaker (P20,000 x 2)	40,000.00
Accommodation (P4,500 x 2)	9,000.00
Food for the Guests (P800 x 2)	1,600.00
Transportation	15,000.00
<b>Sub-Total</b>	<b>65,600.00</b>

## 11. TRANSPORTATION OF THE TWO (2) CAMPUSES

PARTICULARS	TOTAL
MinSU Bongabong Campus (P460 x 150)	69,000.00
MinSU Calapan City Campus (P200 x 250)	50,000.00
<b>Sub-Total</b>	<b>119,000.00</b>

## 12. CONTINGENCY FUND

PARTICULARS	TOTAL
Contingency Fund	50,000.00
<b>Sub-Total</b>	<b>50,000.00</b>

**GRAND TOTAL**





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**References (legal basis, or literature):**

- Congress of the Philippines. (1950, June 13). *Republic Act No. 506: An act to establish a national agricultural school in the Province of Mindoro*. Official Gazette of the Republic of the Philippines. <https://elibrary.judiciary.gov.ph/thebookshelf/showdocs/2/12567>
- Philippine Commission on Women. (2021). *Gender and Development (GAD) Plan and Budget Guidelines*. PCW Official Gazette. <https://www.pcw.gov.ph>
- Commission on Higher Education. (2021). *Commission en banc Resolution No. 110-2021*. CHED Official Gazette.

Prepared and submitted by:

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Campus Executive Director – Main Campus





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Noted:

*[Signature]*  
for *2010 expenditure report*  
Director for Women, Gender and Development

Comment:

*Project / Activity is gender-responsive. Please submit sex-disaggregated data after implementation*

*Mary Ann M. Hernandez*  
*MARY ANN M. HERNANDEZ*  
Director for Planning, Monitoring & Evaluation

Comment:

Reviewed by:

- ☐ Passed  
☐ For Revision  
☐ Failed due to: \_\_\_\_\_

\_\_\_\_\_  
Unit Head/Director/Dean/Institute Head





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BAGONG PILIPINAS

**OTHER SUPPORTING DOCUMENTS REQUIRED** (Please refer to General Guidelines for Program/Activity/Project Proposal for the additional necessary documents.)

**For DEPARTMENT use only**

Recommending Approval:

☐ Approved

☐ Not Approved due

to: \_\_\_\_\_

  
**CIEDELLE P. SALAZAR, Ph.D., J.D.**

VP for Academic Affairs

For endorsement to Academic/Admin Council

☐ Yes

☐ No

Approved:

  
**ENYA MARIE D. APOSTOL, Ph.D.**

University President/  
Chair, Academic & Administrative Council